

# **Using ITAS A Quick Reference Guide For Employees**

Introduction:

## ***What is ITAS?***

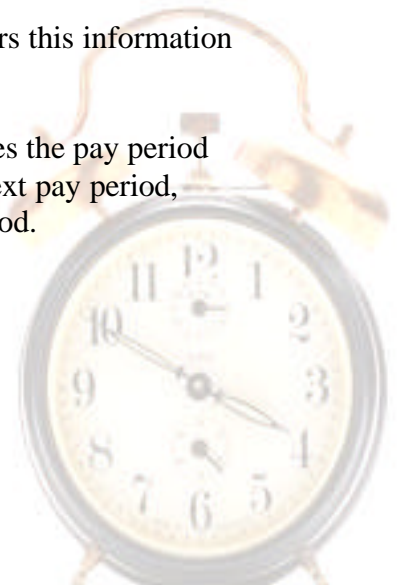
The Integrated Time and Attendance System (ITAS) is an application that operates under an Internet Browser (Microsoft Internet Explore, Netscape). When logging on Timekeepers and ITAS coordinators (Administrative Officer) use a client/server environment, Supervisors (LAO) and Employees use a web-based environment. ITAS supports the tracking and reporting of hours worked and leave used for most employees at DHHS.

## ***What are the Benefits of ITAS?***

- Employees may see and verify their timecards
- Timekeeping by exception
- Tracks daily work activity
- Tracks leave earned and used and provides on line leave information
- Automatically enters holidays in the employee's record
- Secure
- Flexible
- No diskettes needed

## ***How is Information Processed?***

1. At the beginning of the pay period, each employee has a timecard automatically created with regular hours entered. Each timecard is based on a profile that is maintained by their timekeeper.
2. Throughout the pay period, the Employee, Timekeeper, or ITAS Coordinator may process requests for leave. Only a Timekeeper or ITAS Coordinator can post premium pay in a timecard.
3. As the Approving Official (LAO) approves leave; ITAS enters this information into the employee's timecard.
4. At the end of the pay period, the Agency Production processes the pay period closeout. This creates a timecard for each employee for the next pay period, including any holidays and/or approved leave for the pay period.



## ***What are the Roles and Responsibilities of all Employees in ITAS?\****

### **Employee:**

1. Review and verify time card (may be optional)
2. Submit on-line leave requests to Approving Official (may be optional)

### **Timekeeper:**

1. Modify leave and work hours on employee timecard, if necessary
2. Modify employee profile information, if necessary
3. Process requests for employees to use or donate leave, if necessary
4. Identify and maintain account status for VLTP recipients
5. Print reports (optional)
6. Process supplements (amendments), if necessary
7. Review reporting relationships, if necessary

### **ITAS Coordinator (Administrative Officer)**

1. Maintain employee profile information
2. Maintain reporting relationships
3. Modify leave and work hours on employee timecard, if necessary
4. Process request for employee to use or donate leave, if necessary
5. Identify and maintain account status for VLTP recipients
6. Print reports (optional)
7. Modify leave balances, if necessary
8. Maintain organization codes

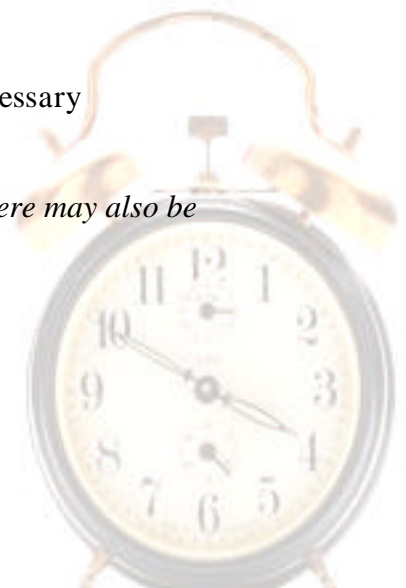
### **Approving Official:**

1. Approve/disapprove pending leave request
2. Approve timecards
3. Designate alternate Approving Officials

### **ITAS Administrator (DHHS, Silver Spring, MD)**

1. Maintain code/information tables
2. Post leave globally and mass approve timecards, if necessary
3. Pay period closeout and related activities

*\*Responsibilities listed as optional may be required by the agency. There may also be other time and attendance responsibilities outside of ITAS.*



## **AN EMPLOYEE'S SPECIFIC ROLE**

As an employee you submit leave request and can view your own time and attendance information. The options available to employees via ITAS are:

### **SECTION I. LEAVE REQUEST**

This feature allows you to submit a request for leave to your supervisor on-line. You can also request to donate leave to another employee. You may review your request on-line to determine if your supervisor has approved it. Once your supervisor has approved your leave request it is automatically posted to your timecard in ITAS.

This feature should be used in place of completing Form SF-71, Request for Leave. You should check with your supervisor for policy in your office.

#### **To request leave**

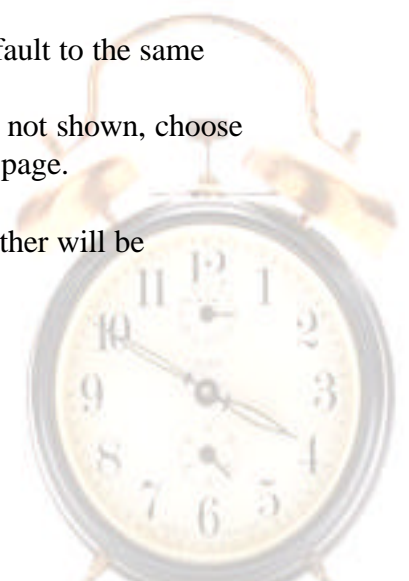
##### **Instructions:**

##### **To create a full day request:**

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Select a Leave Type. If your desired type is not shown or you want multiple types, choose Other Types. Other Types denotes all leave types (AL, SL, and LWOP may be selected on this page too) and includes FFL, FMLA, Comp Time etc.
- Click the Submit button.

##### **To create a partial day request:**

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Select a Leave Type. If your desired type is not shown, choose Other Types to be directed to the Advanced page.
- Fill in the Start Time of your leave.
- Fill in either the End Time or # Hours; the other will be populated for you.
- Click the Submit button.



### **To Request leave for two or more types of leave on the same day:**

- Click on Request Leave
- Fill in the Start Date. The End Date will default to the same value, which you may change.
- Click on Other types
- Click Submit
- ITAS will open window in which you will click on the type of absence and enter number of hours you wish to apply to the first leave category.
- Click on the Add button. The type of leave and amount will appear in the “Item Chosen” listing.
- You will see the “hours to charge” field change to the number of hours remaining toward the tour for the day.
- Click on the type of absence on the type of leave you are requesting for the remaining hours.
- Click on the Add button. The type of leave and amount will appear in the “Item Chosen” listing.
- Click on the OK button.

Leave Request will appear in the LAO’s Pending Leave Request window. If the Approving Official then approves the leave the leave will be added to the employee’s timecard.

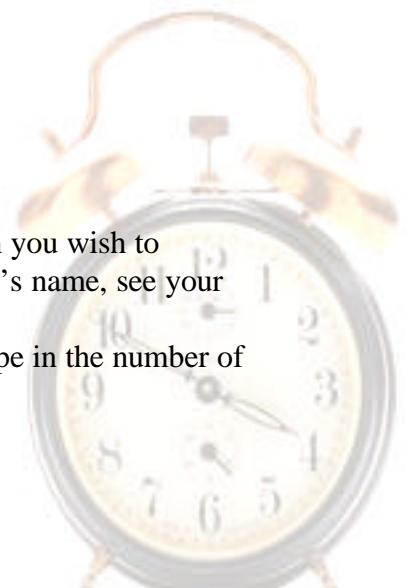
### **Removing a Leave Request:**

You may use this process to remove a leave request that has not yet been approved or is for a future date. See your Timekeeper for additional help, if necessary.

- Click on Request Leave
- Click on “View or delete existing leave request”.
- Click on the roll of leave you wish to delete.
- Click on “Delete” button

### **To Process a Donate Leave Request:**

- Click on Donate Leave
- Click on the name of the employee to whom you wish to donate leave. If you don’t see the employee’s name, see your Timekeeper.
- Click on the “Number of Hours” box and type in the number of hours of annual leave being donated.
- Click on the />> / button.



- Click on the OK button.

## **SECTION II. REVIEW CREDIT HOURS:**

Employees who earn credit hours and sign-in/out via ITAS will be able to view a history of credit hours earned and used in the current pay period. Employees who do not sign-in/out should see Timekeeper about entering credit hours earned to his/her timecard.

## **SECTION III. PRIVACY ACT NOTICE:**

You may view the Privacy Act Notice as it applies to ITAS on the logon screen.

## **SECTION IV. CHANGE PASSWORD:**

This function allows you to change your current ITAS password. Note that ITAS requires all users to change their password every 180 days for security reasons.

Enter your current password and a new password that is from six to eight numbers and/or letters. Your new password may not be any of the last **ten** passwords you used in ITAS. Your password is case sensitive.

**Note:** If you have forgotten your password and cannot access ITAS, see your Timekeeper or ITAS Coordinator.

## **SECTION V. REPORTS:**

### **Timecard**

Employee may review current and previous pay period timecards.

- Click on Timecard
- Select pay period dates

### **Leave Request:**

Employee may request leave report for specific time period and ITAS will display Date, Start/End, Type, Hours, and Status.

- Click on Leave Request
- Enter Dates
- Click on Submit
- ITAS displays leave
- Click Close



### **Credit Hours:**

Employee may view credit hours earned and used.

- Click on Credit Hours
- ITAS display credit hour information
- Click Close

## **SECTION VI. VERIFY TIMECARD:**

Employees may be asked to view and verify the accuracy of their timecard in ITAS. ITAS gives employees the capability to view their time and attendance record for the current pay period before it is processed in order to compare information with their own records and discuss any discrepancies with their Supervisor and Timekeeper. Employee may also view time and attendance information from previous pay periods.

### **To View and Verify Your Timecard:**

- Click on Verify Timecard
- Select the current pay period. Click on “Open Timecard” button.
- The Timecard Summary window appears with leave for the pay period indicated and/or extra hours worked for the pay period.
- If the information is correct, click on the **Verify** button. If the timecard is not correct click on the **Close** button and discuss the incorrect information with your Supervisor or Timekeeper.

